

CHECKLIST FOR COMMODITY BID/SOLICITATION

Specifications

General requirements of the Bid/Solicitation

(Specifications of commodity and/or service requirements)

Terms and Conditions of the Contract

Beginning of Work

(No work will commence until valid contract has been executed)

Contract Components and Order of Precedence

(Inconsistency with the solicitation shall be resolved in the following order) Provide list

Changes and Modifications to the Contract

(Modifications to specifications by written approval from LPA only)

Basis of Shipped

(Shipments shall be F.O.B. Destination)

Notices

(All notices, consents and communications shall be in writing) from (reflect contact person)

Deliveries

(Date of delivery and penalty for not meeting delivery date)

Inspections

(All items shall be inspected by LPA)

Invoices

(Terms of invoices, if required)

Payment

(Terms of payments)

Post Contract Agreements

(Contract will constitute the entire agreement)

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Termination of Contract

(Contract may be terminated for default by vendor)

Endorsement

(Do not imply as a result of award that services are preferred by LPA)

Registration with Secretary of State by foreign Entity

(Foreign entity must obtain a Certificate of Authority)

EEO Act

(Shall comply with all terms of the Equal Employment Opportunity Act)

Kentucky Sales and Use Taxes

(State of KY and its agencies are not subject to state sales and use taxes)

Access to records

(Shall have access to all records directly pertinent to the contract)

General Information

Issuing Office

(LPA is the issuing office)

Restrictions on Communication

(Should reflect who the sole point of contact is throughout the procurement process)

Schedule of RFB Activities

(Will the LPA have a schedule of major activities that will be followed during the advertising process)

Example: Pre-Bid Meeting, Deadline for written question submittal and Date of LPA's Response to written questions and any other major activity

Access to Solicitation and Solicitation Addenda

(Will this solicitation be on LPA's website, if applicable?)

Bid Submission Requirements

(Requirements for submitting bid)

Acknowledgements of Addenda to Solicitation

(Offeror must acknowledge addenda to solicitation)

Modification or Withdrawal of Bid

(Offeror may modified or withdraw bid)

E-Procurement Award Notification

(Website shall reflects award, if applicable)

Procurement Process and Requirements**Rules of Procurement**

(General conditions and instruction for solicitation provided by LPA on website or hard copy)

Approach

(45A provides the regulatory framework for procurements of commodities and/or services by state agencies)

Compliance with State and Federal Law

(Cancel contract if there is sufficient evidence to show that)

"Contract obtained by fraud, collusion, conspiracy or other unlawful means"

"Contract conflicts with any statutory or constitutional provision of Commonwealth of KY and USA"

Cancellation of Solicitation

(May cancel contract at any time and for any reason, or all bids rejected)

Waiver of Minor Irregularities

(May waive minor irregularities providing such action is in the best interest of the LPA)

Prohibitions of certain Conflicts of Interest

(45A.340 Conflict of interest of public officers and employees) See attached

(11A.040 Acts prohibited for public servants or officer – Exception) See attached

Violations of KY Revised Statutes

(Vendor required to reveal violations of certain statutes incurred within the last 5 years)

Protest

(How will protest be facilitated)

RFB Evaluation Criteria

(Lowest bid)

Required Affidavit**Required affidavit for bidders, Offerors and Contractors**

(Document requires signature of bidders, offerors or contractor)